Accept a portal invitation

Step-by-step instructions for Accept a portal invitation in Express Me.

Watch the video, follow the steps, or open the complete transcript for a text version of the instructions.

Scan for video

Step-by-step instructions

1 Open the Communication Portal

Log in to the Communication Portal.

2 Open the invitation

When an organisation invites your account, the invitation appears on the welcome screen.

3 Accept the invitation

Click **Accept**.

4 Wait for confirmation

Wait a moment while the invitation is accepted. You are then part of the organisation.

Complete transcript

▼ Read the complete video transcript

Hello. I'm going to show you how to accept an invitation through the communication portal.

Since I'm already logged in, I immediately get the invitation shown when an organization invites my account to join that organization. I can then simply click on accept.

We can wait a moment until the invitation is accepted and then I'm part of this other organization that invited me.